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: UNITED STATES DEPARTMENT OF AGRICULTURE  
: Production and Marketing Administration  
: Washington 25, D. C.

: Number 149 August 16, 1948

Reserve

: PMA PROCEDURE TRANSMITTAL

NOTICE

CHANGE IN NUMBER OF COPIES OF REPRODUCED MATERIAL PROCESSED BY FIELD OFFICES REQUIRED BY THE DEPARTMENT LIBRARY IN WASHINGTON: Effective immediately, only two copies (instead of six) of material reproduced by field offices shall be sent to the Department Library in Washington. Field offices are responsible for making appropriate corrections in mailing lists to reflect this change.

NEW RELEASES

ADMINISTRATIVE  
NOTICE NO. 102  
8-5-48

ALLOCATION OF COSTS FOR TELEPHONE BILLS: Requests PMA branches to submit to Fiscal Branch by August 16, 1948 schedule of percentages each allotment is to be charged for the pro rata share of telephone bills. Distribution: A. (Advance distribution made to Branch Directors.)

ADMINISTRATIVE  
NOTICE NO. 103  
8-5-48

ASSIGNMENT OF RESPONSIBILITY - DISPOSITION OF CONTRACTOR INVENTORY BY WAR ASSETS ADMINISTRATION: Assigns responsibility heretofore exercised by the Controller to the Director of the Fiscal Branch, abolishes the PMA Settlement Review Board and cancels PMA Instructions 129.2 and 129.3 dated 12-29-45 and 2-20-46, respectively. Distribution: A.

ADMINISTRATIVE  
NOTICE NO. 104  
8-11-48

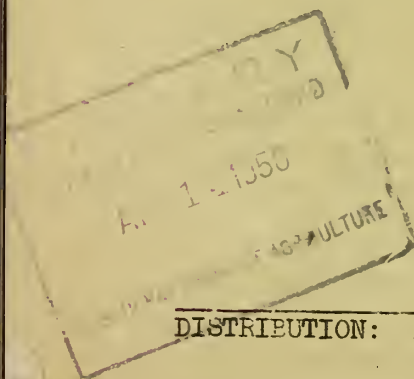
REPORTING SUPPLY PROGRAMS IN LIQUIDATION UNDER PMA INSTRUCTION 139.1, "REPORTS OF MAN MONTHS BY WORK PROGRAMS": Lists four Supply Programs to be reported in liquidation as of August 1, 1948 when preparing the "Analysis of Man Months by Work Programs." Distribution: A, B.

ADMINISTRATIVE  
NOTICE NO. 105  
8-12-48

REVISION OF "2 FISCAL" SERIES IN PMA PROCEDURE CLASSIFICATION CHART AND RENUMBERING OF FISCAL INSTRUCTIONS: Revision of the "2 FISCAL" series on the Classification Chart dated 10-24-45 for numbering PMA Manual Instructions, and Exhibit A, Renumbering Schedule for Fiscal Manual Instructions, are attached to this Administrative Notice. It is important that the existing fiscal instructions in the 200 series be renumbered as required since all new Instructions in this series will be renumbered in accordance with the revised chart. Distribution: A, B.

DISTRIBUTION: A, B

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PMA PROCEDURE TRANSMITTAL

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NEW RELEASES (Cont'd.)

125.5  
8-5-48

PUBLICATION OF REPORTS ON RESEARCH AND MARKETING ACT PROJECTS: This instruction is being issued in order to clarify relationships and responsibilities of the various branches of PMA in the preparation and clearance of reports and other releases proposed for publication and distribution to the public on work conducted by PMA under the Research and Marketing Act. Distribution: A.

422.2  
8-6-48

CONTROL AND UTILIZATION OF NONEXPENDABLE CCC PROPERTY - WASHINGTON AND AREA AS DIVISIONS AND CCC FIELD OFFICES: Establishes procedure for Washington and Area Administrative Services Divisions and CCC Field Offices governing their internal operations in connection with accountability and control of CCC nonexpendable property, and also prescribes that agreement is to be maintained between the CCC General Ledger, Furniture, Fixtures and Equipment Account and the subsidiary property records. Distribution: A-05, 06, 07, 09, 25, AA-03, B-05.

FORM PMA-420  
8-3-48

MEMORANDUM RECEIPT: Forms Manual Insertion showing preparation by accountable officer when property for which he is accountable is assigned to an employee for personal use in the conduct of official business. Procedure covering use: 422.1. Distribution: A, B.

REVISIONS AND CHANGES

120.7  
12-12-47

PREPARATION, CLEARANCE, AND DISTRIBUTION OF ANNOUNCEMENTS: Page 3, paragraph IV E, next to last line, change "six" to "two." The Department Library now requires only two copies of announcements (or any other processed material) issued by field offices. See applicable Notice on this Procedure Transmittal. Distribution: A, B.

124.2  
4-2-48

PURCHASE AND LOCAL SHIPPING OPERATIONS INVOLVED IN PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM: The following changes provide for (1) indicating on bill of lading the use of potatoes being shipped to sales contract outlets, (2) reducing by one, the number of copies of bills of lading required for shipments to Section 32 (D/O supported) outlets, (3) altering the distribution of copies of bills of lading for such shipments, and (4) eliminating one copy of the wire notice of shipments made to Section 32 (D/O supported) outlets.



UNITED STATES DEPARTMENT OF AGRICULTURE  
Production and Marketing Administration

ADMINISTRATIVE NOTICE NO. 102

ALLOCATION OF COSTS FOR TELEPHONE BILLS

In order to expedite the payment of telephone bills for equipment installations and local messages presented for payment in Washington, the various allottees (branches) of PMA (who are being serviced by the Fiscal Branch) will submit to the Fiscal Branch not later than August 16, 1948, a schedule for the fiscal year showing the percent each allotment is to be charged for the allottee's pro rata share of telephone bills. The Fiscal Branch will use the schedules and amendments thereto as a basis for charging allotments instead of sending the bills each month to the various branches for an allocation of allotments to be charged.

It may be desired by some allottees to charge all telephone costs against a given allotment for a period of time, then in turn to other allotments if more than one allotment is available. If this method is used, the allottee should prepare the schedule for the entire fiscal year and submit amendments as required by variances in operations.

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UNITED STATES DEPARTMENT OF AGRICULTURE  
Production and Marketing Administration  
Washington 25, D. C.

ADMINISTRATIVE NOTICE NO. 103

ASSIGNMENT OF RESPONSIBILITY - DISPOSITION OF CONTRACTOR INVENTORY BY  
WAR ASSETS ADMINISTRATOR

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Effective immediately, the responsibility heretofore exercised by the Controller for controlling progress on the disposition of contractor inventory resulting from terminations of war contracts and declared surplus to the War Assets Administration is assigned to the Director of the Fiscal Branch.

Since there are no claims pending which require consideration and approval by the PMA Settlement Review Board, established by PMA Instruction 129.2, and no claims pending or contractor inventory to be declared surplus which could be handled pursuant to PMA Instruction 129.3, the Board is hereby abolished and the applicable instructions are cancelled.

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UNITED STATES DEPARTMENT OF AGRICULTURE  
Production and Marketing Administration

ADMINISTRATIVE NOTICE NO. 104

REPORTING SUPPLY PROGRAMS IN LIQUIDATION UNDER PMA INSTRUCTION 139.1,  
"REPORTS OF MAN MONTHS BY WORK PROGRAMS"

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PMA Instruction 139.1 (Exhibit A, Item O) provides that the Budget Division shall notify the Branches and Offices concerned when any Agricultural Supply Program will be in liquidation. Accordingly, you are hereby notified that the following Supply Programs are to be considered in liquidation beginning August 1, 1948, and all work performed in connection therewith shall be reported under "Supply Programs in Liquidation" on AD-532, "Analysis of Man Months by Work Programs":

1. Relief Assistance to Countries Devastated by War, Public Law 84, 80th Congress
2. Assistance to Greece and Turkey, Public Law 75, 80th Congress
3. Foreign Aid, Public Law 389, 80th Congress
4. Foreign Aid to China, Public Law 389, 80th Congress. Excludes aid to China under Title IV of ECA

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UNITED STATES DEPARTMENT OF AGRICULTURE  
Production and Marketing Administration

ADMINISTRATIVE NOTICE NO. 105

REVISION OF "2 FISCAL" SERIES IN PMA PROCEDURE CLASSIFICATION  
CHART, AND RENUMBERING OF FISCAL INSTRUCTIONS

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I COMPLETE REVISION OF PMA PROCEDURE CLASSIFICATION CHART

Administrative Notice No. 100 (7-14-48) advised that the PMA Procedure Classification Chart is in the process of complete revision and that as each series is completed it will be released in advance of the overall revision. The revision of the Fiscal Series relating to administrative and appropriated funds has now been completed, and is hereby released for immediate use.

II REVISED CLASSIFICATION SERIES FOR FISCAL INSTRUCTIONS

The approved Classification series for numbering PMA Manual Instructions pertaining to "Administrative Fiscal and Appropriated Funds" is attached. It should be trimmed and fastened over the section headed "2 Fiscal" on the PMA Procedure Classification Chart, dated 10-24-45, if available. Supplies of this Chart are not available for distribution and should not be requested. In any event, the attached "FISCAL" section should be held with the "PERSONNEL" section released with Administrative Notice No. 100 until the overall Procedure Classification Chart is revised.

III RENUMBERING PMA MANUAL INSTRUCTIONS IN ADMINISTRATIVE FISCAL AND  
APPROPRIATED FUNDS SERIES

There is also attached a renumbering schedule for Administrative Fiscal and Appropriated Funds Instructions presently in the 200 series of the Manual, showing the present number of the Instructions as now filed in the Manual and the new number assigned to each under the new "2" classification. The "Distribution" column indicates to individual Manual holders whether they received the original instructions. Each Manual holder is responsible for renumbering each instruction in his Manual in accordance with the number in the column headed "New Number", and for refiling the Instructions in his Manual in numerical order, based on the new numbers of the Instructions. Instructions presently in the Fiscal 600 series will be reclassified as each procedure is revised and all new procedures will be numbered in accordance with the revised chart.

IV PROMPT ATTENTION

In referring to the renumbered Instructions in the future, in most cases only the newly assigned numbers will be used. To avoid confusion, it is therefore important that all affected Instructions be renumbered immediately and re-filed numerically by such numbers, as required above.

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DISTRIBUTION:

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USDA-PMA

## RENUMBERING SCHEDULE FOR FISCAL MANUAL INSERTIONS

EXHIBIT A AN-105

PRESENT NUMBER	TITLE OF INSTRUCTION AND DATE RELEASED	DISTRIBUTION	NEW NUMBER
201.1	REGULATIONS GOVERNING THE SETTLEMENT OF CERTAIN DEBITS OF FARMERS (3-18-46)	A, B	201.1
202.1	CUSTODIAL AND BONDING REQUIREMENTS FOR GOVERNMENT FUNDS, TOKENS, POSTAGE STAMPS, ET CETERA (10-31-47)	A, B	202.1
203.1	SETTLEMENT OF CLAIMS BY AND AGAINST CCC AND REPORTING CLAIMS ACTIVITIES (3-12-47)	A	203.1
203.2	NOTIFICATION OF INDEBTEDNESS OF COMMODITY CREDIT CORPORATION (7-1-47)	A, B	203.2
203.3	REPORTS OF INVESTIGATIONS INVOLVING CLAIMS BY OR AGAINST CCC (2-3-48)	A, B-(Wash.Only)	203.3
204.1	REPLACEMENT OF GOVERNMENT CHECKS (8-28-46)	A, B	204.1
211.1	BASIC AUTHORITIES GOVERNING OFFICIAL TRAVEL (4-13-48)	A, B	211.1
211.2	EXCESS COST OF TRAVEL BY EXTRA FARE TRAIN (1-3-47)	A, B-(Wash.Only)	211.2
211.3	PREPARATION OF LETTERS OF AUTHORIZATION (6-17-46)	A, B	212.1
211.4	FOREIGN TRAVEL (6-11-47)	A, B	211.3
216.1	CANCELLATION OF SLEEPING OR PARLOR CAR RESERVATIONS AND SURRENDER AND EXCHANGE OF PULLMAN TICKETS (11-12-46)	A, B	216.1
216.2	ACCOUNTING FOR GOVERNMENT REQUESTS FOR TRANSPORTATION (12-19-46)	A-(Except A-31), B	216.2
216.3	CANCELLATION OF TRAVEL RESERVATIONS ON COMMERCIAL AIRLINES (3-3-47)	A, B	216.3
216.4	TRANSPORTATION - ROUND TRIP TICKETS (10-31-47)	A, B-(Field Only)	216.4
217.1	ADVANCE OF FUNDS FOR TRAVEL (4-14-47)	A-(Except A-31), B	217.1
218.1	PREPARATION AND SUBMISSION OF TRAVEL REIMBURSEMENT VOUCHERS AND EXHIBIT A (4-9-46)	A, B	218.1

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## PRESENT

TITLE OF INSTRUCTION AND DATE RELEASEDDISTRIBUTION

## NEW

NUMBER

218.2 PER DIEM IN LIEU OF ACTUAL EXPENSES AND EXHIBIT A (10-28-47)

A, B, C-(Field  
Only) 218.2

225.1 OBLIGATION PROCEDURE FOR ADMINISTRATIVE EXPENSES (11-26-41)

A-Except A-31,  
B-Except B-18 205.1

240.1 NIGHT DIFFERENTIAL (9-10-46)

A, B 261.1

243.1 PAY ROLL SAVINGS PLAN (12-9-47)

A, B 261.2

249.1 PREPARATION AND SUBMISSION OF TIME AND ATTENDANCE REPORT - WASHINGTON (3-17-47)

A-(Wash.Only)  
B-(Wash.Only) 265.1

249.2 PREPARATION AND SUBMISSION OF TIME AND ATTENDANCE REPORT - FIELD (12-20-46)

A, B-(Field  
Only) 265.2

249.3 CHANGE IN MAINTENANCE OF LEAVE RECORD CARDS - WASHINGTON (12-20-46)

A, B-(Wash.Only) OBSOLETE  
Destroy

249.4 CHANGE IN MAINTENANCE OF LEAVE RECORD CARDS - FIELD (12-20-46)

A, B-(Field  
Only) OBSOLETE  
Destroy

249.5 EMPLOYEE ACCOUNTABILITY INCIDENT TO FINAL SALARY PAYMENT (2-13-47)

A-Except A-31,  
B 261.3

346.1 OVERTIME (2-25-47)

A, B 261.4

Formerly

322.1

405.5 TRANSPORTATION OF HOUSEHOLD GOODS AND IMMEDIATE FAMILY OF TRANSFERRED EMPLOYEES  
(6-19-47)

A, B 214.1

249.6 RESPONSIBILITY FOR MAINTENANCE OF LEAVE RECORDS FOR NACC EMPLOYEES (4-9-48)

A, B 265.3

(8-12-48)

U. S. DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION

PUBLICATION OF REPORTS ON RESEARCH AND MARKETING ACT PROJECTS

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I PURPOSE

This Instruction governs the preparation and clearance of all reports and other releases prepared for publication and distribution to the public on work being conducted by PMA under the Research and Marketing Act.

II PREPARATION

Before the preparation of a report (progress, preliminary, or final) for publication is undertaken, the official designated by the Director of the branch concerned to report on Research and Marketing Act projects should confer with the Information Branch to reach preliminary agreement on the general approach to be taken in developing the proposed report. In all cases, however, the originating branch has full responsibility for the accuracy of the report and its interpretation.

III CLEARANCE

After preparation, the originating branch shall submit the report to the Information Branch for clearance. Each report will be accompanied by a separate memorandum of transmittal, which will include the following points:

- A Title of the report and number of the work and line projects.
- B A condensed summary giving the highlights of the report.
- C The extent of advance clearance with other branches, agencies, or contractors. If there has been no clearance beyond the originating branch, this fact should be indicated.
- D Recommended form of publication, method of duplication, number of copies, and proposed distribution, each of which should be justified.
- E Recommendation as to the advisability of issuing a press release on the subject matter of the report.

The Information Branch shall submit the report to the Assistant Administrator for Marketing, or his designated representative, for PMA administrative clearance, including clearance with other PMA branches which have an interest in the subject matter of the report or responsibility for related projects. After such clearances have

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PUBLICATION OF REPORTS ON RESEARCH AND MARKETING ACT PROJECTS

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(III)

been secured, the Information Branch shall refer the proposed report to the Office of the Administrator, Research and Marketing Act (through the Office of Information) for a coordination check and for clearance with other agencies where necessary.

IV DISTRIBUTION

When the report is returned by the Office of the Administrator, Research and Marketing Act, after checking and clearance, the PMA Information Branch, working with the originating branch, shall be responsible for editing and final determination of type of publication, method of duplication, number of copies, the pattern of distribution, and press release, if any.

V REPORTS ON PROJECTS CONDUCTED UNDER COOPERATIVE AGREEMENTS OR CONTRACTS

For work being performed under cooperative agreement or contract, the branch concerned shall be responsible for seeing that there is adherence to the provisions of the applicable agreement or contract with reference to the issuance of statements, releases, or reports on the projects. When a cooperating or contract agency proposes to issue a report or release, this fact should be reported to the PMA branch responsible for the project. The branch should then clear the proposed report or release with the Information Branch, following the same procedure as for reports originating in the Branches in Washington.

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U. S. DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION

CONTROL AND UTILIZATION OF NONEXPENDABLE CCC PROPERTY,  
WASHINGTON AND AREA AS DIVISIONS AND CCC FIELD OFFICES

I PURPOSE AND SCOPE

This Instruction establishes the procedure of the Administrative Services (AS) Division and the Administrative Services Officer of the CCC field offices for the accountability and control of CCC nonexpendable property, and also prescribes that agreement is to be maintained between the CCC General Ledger, Furniture, Fixtures and Equipment Account and the subsidiary property records.

II TERMINOLOGY

A Property - The term "property" when used herein refers to nonexpendable CCC furniture and administrative equipment.

B Fiscal Division - The term "Fiscal Division" when used herein refers to those segments of the Central and Field Offices of CCC that are responsible for maintaining the CCC general ledger accounts.

C Property Office - The term "Property Office" when used herein refers to the Administrative Service (AS) Division and the Administrative Services Officer of the CCC field office, i.e., those offices that perform property and procurement management functions relative to furniture and administrative equipment for the Central and Field Offices of CCC.

D Transportation Charges - The term "transportation charges" when used herein refers to transportation charges incurred in the initial acquirement of CCC property. CCC property is shipped on commercial bills of lading when it is purchased f.o.b. vendor's shipping point or is acquired by transfer on a reimbursable basis from bureaus of the Department of Agriculture or from other Government agencies. The payment of the related transportation voucher will be made from CCC Capital Funds and will be capitalized in the CCC General Ledger Furniture, Fixtures and Equipment Account. After CCC property has been acquired, subsequent shipments of the property will be on Government bills of lading and payments of the related transportation vouchers will be made from the CCC Administrative Expense Limitation, 12F8080.

E Cost - The term "cost" when used herein represents the following:

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CONTROL AND UTILIZATION OF NONEXPENDABLE CCC PROPERTY,  
WASHINGTON AND AREA AS DIVISIONS AND CCC FIELD OFFICES

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(II E)

1 When property is acquired by purchase from commercial sources, the "cost" represents the purchase price, plus any Federal excise taxes to which Government agencies of the United States are subject, plus transportation charges, and less any cash discounts which are taken.

2 When property is acquired on a reimbursable basis from bureaus of the Department of Agriculture, and from other Government agencies, the "cost" represents the amount for which CCC is billed and reimburses the bureau or agency from which the property was acquired, plus any transportation charges.

III MAINTENANCE OF PROPERTY RECORDS

Property records shall be maintained for all items of nonexpendable CCC furniture and administrative equipment. The property cards shall be prepared according to the instructions set forth in Procedure AS-422.11. The Federal Excise Tax, transportation charges incurred in the initial procurement of the property, less any cash discount taken, shall be reflected in the unit price of the item on the property record card. The Fiscal Division will currently advise the property office of the amounts disbursed for transportation and the amount of cash discounts taken in order that the property cards will at all times be in agreement with the CCC General Ledger Furniture, Fixtures and Equipment Account. Separate files shall be maintained for CCC nonexpendable property. Because of the closely integrated activities of CCC and PMA, there shall be a free interchange in the use of PMA and CCC property. This interchange in the use of the property belonging to these two activities does not entail any loss in the identity of the property. PMA property furnished a CCC field office or activity will not be capitalized as an asset of the Corporation nor renumbered with CCC decalcomanias even though it is used for an extended period of time. By the same token, CCC equipment may be utilized in connection with any PMA activity. This flexibility of assignment promotes maximum utilization of all property.

IV REPORTS TO FISCAL DIVISION

This section prescribes the forms and reports and sets the date of their submission to the appropriate Fiscal Division in order that the CCC General Ledger Furniture, Fixtures and Equipment Account and the subsidiary property records will at all times be in agreement.

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CONTROL AND UTILIZATION OF NONEXPENDABLE CCC PROPERTY,  
WASHINGTON AND AREA AS DIVISIONS AND CCC FIELD OFFICES

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(IV)

A Trade-Ins - When an allowance is granted on CCC trade-in property, a copy of AD-111, "Report of Disposition of Property" AD-111 shall be furnished the Fiscal Division as soon as the transaction has been completed. PMA property will not be commingled with CCC property in a trade-in transaction for which the P.O. indicates an obligation of CCC Capital Funds. Likewise, CCC property will not be commingled with PMA property in a trade-in transaction for which the P.O. indicates an obligation of PMA funds.

B Dispositions by Sale - When CCC property is disposed of by sale, a copy of the Report of Disposition of Property (AD-111) shall be forwarded to the Fiscal Division as soon as the transaction has been completed.

C Transfers of CCC Property Between Areas, CCC Field Offices and/or Washington - When CCC property is transferred between areas, CCC field offices or Washington, two copies of the transfer document (AD-107) shall be furnished the Fiscal Division of the office originating the transfer.

D Loss or Damage of Property - If the Area Board of Survey holds an employee financially responsible for the loss or damage of property, the AS property office will forward the original and one copy of AD-112, "Report of Loss or Damage of Property" to the Fis-AD-112 cal Division for collection and entry into the appropriate accounts. If the accountable officer or responsible employee is not held financially responsible for the loss or damage, the property office shall execute the Property Officer's Certificate and forward one copy of the report to the Fiscal Division.

E Annual Physical Inventory - Based on the annual inventory of December 31, the property office shall submit to the Fiscal Division not later than March 31 of each year, Form AD-112, "Report of Loss or Damage of Property", executed by the Board of Survey and Reviewing Officer itemizing all CCC property charged any particular office but unaccounted for on the physical inventory.

F Transfers on a Reimbursable Basis to Bureaus of the Department of Agriculture and to Other Government Agencies - When CCC property is transferred on a reimbursable basis, a copy of the AD-107 properly receipted indicating the estimated or appraised value and original cost of the item, shall be furnished the Fiscal Division to be used as a basis for billing the receiving office and recording the transfer in the appropriate accounts.

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CONTROL AND UTILIZATION OF NONEXPENDABLE CCC PROPERTY,  
WASHINGTON AND AREA AS DIVISIONS AND CCC FIELD OFFICES

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## (IV F)

G Transfers to a Disposal Agency - When CCC property is transferred to a disposal agency, a copy of the declaration of surplus property receipted by the disposal agency will be furnished the Fiscal Division.

H Unserviceable Property - When the Area Board of Survey authorizes the destruction or abandonment of property, a copy of the AD-111, "Report of Disposition of Property", shall be furnished the Fiscal Division indicating its original cost and the manner of its disposition.

V MONTHLY RECONCILIATION BETWEEN THE FURNITURE, FIXTURES AND EQUIPMENT ACCOUNT AND THE SUBSIDIARY PROPERTY RECORD CARDS

The subsidiary records are the detailed property record cards (AD-106) maintained by the Property Office. The sum of the cost shown on the property record cards for CCC property, excluding those representing recent acquisitions for which payment has not been made, must agree with the balance shown on the Furniture, Fixtures and Equipment Account maintained by the Fiscal Division. As a means of maintaining this agreement, a monthly reconciliation between the account and the property cards shall be made. It is believed that this reconciliation can be simplified by the property office furnishing the following type of statement at the end of each month to the fiscal office:

Inventory at the beginning of the month	XXX
Plus acquisitions and any transfers-in during the month	XXX
Less dispositions and any transfers-out during the month	XXX
Inventory at the end of the month	XXX

Differences between the account and the above statement shall be corrected when appropriate by adjustments.

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PURCHASE AND LOCAL SHIPPING OPERATIONS INVOLVED IN PRICE SUPPORT  
OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM

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(XV E 2 a (6) ) "Open and Prepay Stations." An official list of "Open and Prepay Stations" is available in CCC field offices and in various railroad agent's offices.

(7) Route: Route all shipments involving "Stop-Offs" "transit," "to storage" and "to processor," and others when it is more feasible to do so. When routing these shipments, insert complete route using carrier's initials, including originating, delivering, and all intermediate carriers.

(a) The initial transportation company must be shown in the routing; however, in case of transit privilege shipments, see exceptions as provided in Shipping Division General Memo 45-34, copies of which are available in CCC field offices.

(b) Complete names of carriers need not be written in full in routing space, as the official abbreviations are sufficient. Junction points should not be shown except where this would be necessary to assure application of lowest combination or through rate on shipments from transit stations, or to specifically direct the movement, or to serve other substantial interest of the U. S. Government.

(c) When delivery at destination is required by a particular delivery carrier, insert such information in the following manner: "AB&C Railroad delivery."

(d) If shipment is not to be routed by the Government - Insert the words "Carrier-routing." When unrouted bills of lading are submitted to carrier's agent for signature, do not allow them to insert routes unless noted as above. Carriers are obligated to move unrouted shipments via cheapest and most economical routes, in which case, allowing agents to insert routes on all copies of bills of lading at time of shipment might be interpreted as being routed by the Government unless proper notation of responsibility for routes is shown.

(8) Date of Preparation: Insert date bill of lading is prepared.

(9) From: Insert the name of the station or siding where the shipment is actually loaded and accepted by CCC (or carrier for CCC). If cars are loaded at non-agency



PURCHASE AND LOCAL SHIPPING OPERATIONS INVOLVED IN PRICE SUPPORT  
OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM

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(XV E 2 a (9))

stations and the bill of lading is signed at the nearest agency station, the shipping point shall be shown as the non-agency station, such as "Highland Park, B/L Lake Wales, Florida." Also insert "CCC c/o (Full Name of Shipper)" except where purchased on a transit basis, in which case, shipper's name will be shown leaving out any reference to CCC.

(10) Billing Information: Insert "Submit the original and two copies of the freight bill for payment to (address of CCC field office of origin). All line haul and incidental accessorial charges which accrue prior to arrival at destination will be paid by that office. Any charges accruing after actual or constructive placement for unloading shall be the responsibility of the consignee."

(11) Export: If the shipment is to be exported, insert "For Export."

(12) Storage in Transit: If shipment is to be stored in transit, insert "Storage in Transit."

(13) Packages: Insert the total number of packages in the shipment.

(14) Description of Articles: Insert proper description of commodity. Prior to being sent into the field, the shipping representative will obtain or be furnished the commodity description from the "Freight Billing Guide," issued by the Shipping Division, Washington, and available in CCC field offices.

(a) Irish Potatoes - Designation of Use: When Irish potatoes are being shipped to sales contract outlets, the shipping representative will enter a description of the use of the potatoes as specified by the applicable contract. Examples:

i. POTATOES, FRESH (WHITE)-FOR PROCESSING INTO \_\_\_\_\_ (enter applicable product, such as "ALCOHOL", "STARCH", "FLOUR", or if contract permits alternative uses, enter both, i.e. "ALCOHOL AND/OR FLOUR").

ii. POTATOES, FRESH (WHITE) - FOR ANIMAL FEED

(b) Protective Services - Insert applicable terms such as standard ventilation, etc. Prior

PURCHASE AND LOCAL SHIPPING OPERATIONS INVOLVED IN PRICE SUPPORT  
OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM

(XV E 2 a (14))

to being sent into the field, the shipping representative will obtain or be furnished the necessary protective services data, as included in the "Icing and Heater Guide," issued by the Shipping Division, Washington, and available in CCC field offices.

(c) Seal Numbers on Carload Shipments - The seal numbers applied to car must be shown in the body of the bill of lading.

(d) Net Weight - Tare Weight - Enter if required.

(e) Field Purchase Special Requirement - The following should be inserted in a prominent space under "Description of Articles" on the B/L - "Title of this commodity passed to the U. S. Government on (date)." The date line above shall be completed by the PMA shipping representative prior to presentation of the B/L to the Carrier's agent for signature. For further information on this special requirement, see "detention and demurrage" clause of the purchase announcement.

(15) Weights: Insert actual gross weight of shipment, which includes the weight of the commodity plus the weight of the container in which it is packed. Tariff billing weights and weight agreements must be observed. Unless the actual gross weight is known at the time bill of lading is prepared, this information will be inserted at the time of shipment by the shipper. The weight of dunnage, when used, should be shown separately in the weight column, and the gross weight and dunnage totalled. If the net weight of a commodity is required to appear on the bill of lading, place under "description of articles," not under the "weight" column. This is equally applicable whether or not dunnage is required for a shipment. The certificate of track scale weight will be obtained from the railroad in all cases of shipment in bulk by rail involving a sales contract at destination. Where this certificate is to be obtained, the shipping representative will (1) have the following typed on the bill of lading: "Weigh at first track scale in transit and forward weight certificate to \_\_\_\_\_ (show name and address of purchase representative)," and (2) insert on the bill of lading, under the "description of articles," the appropriate net weight of the commodity prior to distribution of the B/L copies.

(16) Name of Transportation Company: Insert name of transportation company receiving shipment at shipping point for forwarding. This entry must agree with the corporation name of initial transportation company shown in Item No. 3, above, as the originating carrier.

PURCHASE AND LOCAL SHIPPING OPERATIONS INVOLVED IN PRICE SUPPORT  
OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM

(XV E 2 a )

(17) Date of Receipt of Shipment: Carrier's agent will insert date shipment is actually delivered to the originating carrier for forwarding. This must be done on every shipment.

(18) Signature of Agent: To be signed by carrier's agent with ink or indelible pencil. Copies may be carbon signed.

3 Distribution of Copies of B/L

a Section 32 (D/O Supported) Outlets:

(1) Original and one copy to the CCC field office of origin.

(2) One copy to the initiating carrier.

(3) One copy to the producer (to be attached to his voucher. Where the purchases from more than one producer are loaded in the same car, this copy of the B/L will be attached to one producer's voucher and cross referenced to the vouchers submitted for other producers).

(4) One copy to be filed in the Field Record Envelope.

b Other Outlets:

(1) Original and one copy to the CCC field office of destination.

(2) One copy to the initiating carrier.

(3) Two copies to the CCC field office of origin.

(4) One copy to the producer (see (3) above).

(5) One copy to be filed in the Field Record Envelope.

F Protective Services - The shipping representative is responsible for determining the need for and the prescription of any necessary protective services required to protect the commodity against heat or cold while in transit.

G Practical Transportation - The shipping representative is responsible for utilizing the Shipping and Storage Branch Practical Transportation Guide in effecting shipments in a practical manner.

H Reports of Shipment



UNITED STATES DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION

PMA 422.1

CONTROL AND UTILIZATION OF NONEXPENDABLE  
PROPERTY - WASHINGTON, AREA AND FIELD

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I PURPOSE AND SCOPE

This Instruction establishes procedure for utilization and control of nonexpendable property of the Production and Marketing Administration.

II DEFINITIONS

A Nonexpendable Property - Property of a durable nature or of considerable value, such as furniture, instruments, laboratory equipment, (including platinum dishes and articles of a like nature), office machines and so forth. The words "property" and "equipment", when used in this Instruction, refer to nonexpendable Government property. (See Title V, Section 2, Par. 756b, Exhibit 1 for Departmental list of nonexpendable property.)

B Accountable Officer

1 Washington - The administrative officer of the appropriate branch or staff office or, in branches or staff offices which do not have administrative officers, the officer authorized to handle administrative matters.

2 Field - The officer in charge of the office responsible for the property involved.

C Transferring Officer - The accountable officer who initiates the transfer of nonexpendable property from his custody to the custody of another accountable office.

D Receiving Officer - The accountable officer who receives nonexpendable property transferred to his custody from another office.

E Administrative Services (AS) Division - When used in this Instruction, the expression AS Division means the AS Division in Washington, or the appropriate Area AS Division.

III RESPONSIBILITIES

A AS Division - The AS Division shall be responsible for the technical custody and maintenance of control records covering all nonexpendable property used by PMA. It shall conduct surveys of all offices in order to review the adequacy of the system of maintaining

CONTROL AND UTILIZATION OF NONEXPENDABLE  
PROPERTY - WASHINGTON, AREA AND FIELD

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(III A)

property records and to achieve standardization of equipment and to effect the utmost utilization of property. It shall also endeavor to fill requirements of the various offices from surplus sources within the Department or from other Governmental surpluses. Purchases from commercial sources shall be made only as a last recourse.

1 Washington - The Washington AS Division shall service the following offices for the purpose of this Instruction:

a All Washington branch and staff offices, including Beltsville, Maryland.

b Federal Reserve Banks (as related to activities of the Commodity Credit Corporation (CCC)).

2 Area - The Area AS Divisions shall service all other field offices.

B Accountable Officer - The accountable officer is responsible for and shall maintain records of all nonexpendable equipment charged to him. He shall also be responsible for the full use of equipment in his custody and shall immediately report lost, damaged, stolen, or unserviceable property or property which is surplus to his needs to the appropriate AS Division chief. He shall maintain control records for items of property such as portable typewriters, brief cases, fountain pen sets, drawing instruments, slide rules, and so forth, assigned to employees for personal use in the conduct of official business, and should obtain receipts (Form PMA-420 PMA 420, "Memorandum Receipt") from employees covering assigned property.

IV BOARDS OF SURVEY

A Field

1 Establishment of Board - When a situation arises which necessitates such action, the chief of the appropriate Area AS Division shall establish a field board of survey consisting of three employees of the field office concerned appointed by him upon recommendation of the officer in charge of the field office. Where an office is manned by less than three employees, the membership of the board shall include officials in charge of other PMA field offices located in the same city. If it is not possible to constitute a board of three members in this manner, the board may consist of two mem-



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## (IV A)

bers only.

2 Duties and Responsibilities - Members of field boards of survey shall exercise independent judgment and shall not be influenced or coerced by the recommendations or suggestions of other board members, fellow employees, or superior officers. They shall exercise extreme care in making recommendations for the disposition or determination of responsibility for loss or damage of Government-owned property. Any member of a field board dissenting from the recommendation of other members shall file a separate recommendation. Field boards of survey shall perform the following duties:

a Inspect unserviceable or damaged property within their jurisdiction.

b Determine responsibility for lost, damaged, or stolen property and recommend suitable action to the area board of survey.

c Make recommendations to the area board of survey regarding disposition of all unserviceable property, except meat grading outfits. Such recommendations shall cover the following factors:

(1) Whether the life of the item has been shortened by misuse.

(2) Whether the item is worthless to the Government or could be made available for further use at a justifiable cost, considering the expense of reconditioning and storing as compared to replacement value.

(3) Whether continued use of the item would violate safety regulations.

(4) If the item is worthless to the Government, whether it should be salvaged, destroyed, sold as junk, or offered for sale as a condemned item from which some individual might derive further use.

B Area

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PROPERTY - WASHINGTON, AREA AND FIELD

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## (IV B)

1 Establishment of Board - The Chief of the AS Division in Washington shall establish an area board of survey composed of an employee of the Area Personnel (PE) Division recommended by the Area PE Division Chief, an employee of the Area Administrative Fiscal (FI) Section recommended by the Director of the C.C.C. Field Office, and the Chief of the Procurement and Property Management Section of the Area AS Division who shall serve as chairman. Should a particular branch of PMA have a preponderance of property in an area, the Washington AS Division Chief may appoint a member of that branch, upon recommendation of the branch director, to serve as a fourth member of the board in cases affecting the property of his branch. The Chief of the Area AS Division shall serve as reviewing officer. All findings of the board shall be subject to his final review and approval.

2 Duties and Responsibilities - Area boards of survey shall perform the following duties:

a Inspect unserviceable property in offices located in or contiguous to the area office.

b Review and determine disposition to be made of unserviceable property, except meat grading outfits, located in area office buildings or reported by field boards of survey.

c Review reports covering lost, stolen, or damaged property, except automobiles damaged in accidents, and determine responsibility. In discharging this duty, area boards of survey shall require a full and adequate statement of the circumstances surrounding the loss, damage, or theft. When all the facts have been laid before it, the area board shall:

(1) Determine whether the accountable officer has taken proper steps within his organization to prevent such losses, damages, or thefts, and has made a reasonable effort to recover the lost item.

(2) Determine whether the loss, damage, or theft was unavoidable or whether carelessness or negligence was involved.

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## (IV B 2)

(3) Determine whether any employee shall be held responsible for the loss, damage, or theft, bearing in mind that department regulations provide that no employee shall be required to pay for loss or damage of Government property placed in his care unless he has been guilty of serious failure to fulfill his responsibilities.

(4) If the employee is to be held financially responsible for the property, determine the depreciated value as of the date the theft, loss, or damage occurred, taking into consideration the age, original cost or cost of replacement, and the value already received through use of the item.

C Washington

1 Establishment of Board - The chief of the AS Division in Washington shall establish a board of survey composed of the Chief of the Property Management Unit, AS Division, and an employee of the PE Division recommended by the Chief of the PE Division, and an employee of the FI Branch, recommended by the Chief of the FI Branch. The Chief of the Property Management Unit, AS Division shall serve as chairman of the board. The Chief of the AS Division shall serve as reviewing officer. All findings of the board are subject to his final review and approval.

2 Duties and Responsibilities - The Washington board of survey shall perform the following duties:

a Consider reports submitted by the Washington accountable officers covering damaged, lost, or stolen property.

b Recommend to the Chief of the AS Division whether or not the accountable officer shall be relieved of financial responsibility.

c Serve in advisory capacity to the area reviewing officer.

V PROPERTY RECORD CARDS



CONTROL AND UTILIZATION OF NONEXPENDABLE  
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(V)

Upon acquisition of nonexpendable property the AS Division shall furnish the accountable officer with a salmon copy of Form AD-106, "Property Record Card," for each item of equipment acquired. This form will describe the equipment and show source and date of acquisition, cost and property number assigned. The accountable officer shall file this form alphabetically by type of equipment, in numerical order within each group of the same type, so that he will have a complete record in accord with the records maintained by the AS Division for the equipment. He shall maintain one file for all property bearing CCC property numbers and one for all other equipment.

## VI DECALCOMANIA TRANSFERS

A Field - In field and area offices the AS Division shall furnish accountable officers with a decalcomania property transfer which will accompany the AD-106. Accountable officers shall check each transfer, upon receipt, against the AD-106 accompanying it to ascertain that the number on the transfer and the AD-106 agree. If they agree, he shall place the transfer, in the manner prescribed in accompanying directions, upon the actual item of nonexpendable property covered by the AD-106. If the numbers do not agree or if a transfer is ruined while being applied to an item of equipment, the accountable officer shall promptly notify the AS Division chief who shall forward a duplicate transfer.

B Washington - In Washington the AS Division will affix all decalcomania transfers.

## VII TRANSFERS OF PROPERTY

A Between Offices Serviced by Washington AS Division and Between Offices Serviced by the Same Area AS Division - The accountable officer transferring the equipment shall prepare an original and five copies of Form AD-107, "Report of Transfer of AD-107 Property", listing the property number and a complete description of each item of nonexpendable property to be transferred. He shall attach the salmon copy of AD-106 covering each item of equipment listed on AD-107, sign the original and four copies of AD-107 as transferring officer and forward them to the AS Division for adjustment of property records. The AS Division shall retain two copies of AD-107 and transmit the original and two copies, accompanied by the adjusted salmon copies of AD-106, to the receiving officer. Upon receipt of the equipment, the receiving officer shall sign the origi-

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## (VII A)

nal and one copy of AD-107 and return them to the AS Division, retaining the other copy for his files. The AS Division shall retain the original and forward the signed copy to the transferring officer.

B Between Areas or Between Washington and Areas - The accountable officer shall proceed in the manner prescribed in paragraph VII A except that he shall prepare an original and six copies of AD-107, sign, and forward the original and five copies accompanied by the salmon copies of AD-106, to the AS Division servicing his office. The AS Division shall adjust the property records, retain one copy of AD-107, and transmit the original and four copies with the copies of AD-106 to the AS Division servicing the receiving officer. The AS Division servicing the receiving officer shall adjust its records and forward the original and three copies of AD-107, with salmon copies of AD-106 covering each item of equipment, to the receiving officer. Upon receipt of the equipment, the receiving officer shall sign the original and two copies of AD-107 and return them to his AS Division, retaining the other copy for his files. The AS Division servicing the receiving officer shall retain one copy and forward the original and one copy to the AS Division in the area initiating the transfer which shall retain the original and return the remaining copy to the transferring officer.

C To Other Bureaus or Agencies Outside the Department - Accountable officers shall not make transfers of property to other bureaus within the Department nor to agencies outside the Department without prior approval of the AS Division servicing their offices.

D Transfers Involving Motor Vehicles - When motor vehicles are transferred between branches within an area or between areas and/or Washington, the same procedure will be followed as outlined in VII A above. In addition to that outlined above, the Area AS Division shall forward promptly to the Washington AS Division one copy of all transfers involving motor vehicles. The responsibility for advising the Washington AS Division of such transfers shall rest with Area AS Division.

## VIII PROPERTY CONSTRUCTED

Upon the completion of the construction of an item of nonexpendable property by an employee of PMA, the accountable officer shall prepare and execute an original and two copies of Form AD-108, "Report of Property Constructed", describing the property and evaluating it on the basis of the time spent for labor and the



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## (VIII)

cost of material used. The accountable officer shall retain one copy of AD-108 and forward the original and remaining copy to the AS Division. The AS Division will prepare copies of AD-106 and transmit a salmon copy of AD-106 and decalcomania property transfer for the item to the accountable officer with the copy of AD-108. If another nonexpendable article was dismantled or used in the construction of a new item of property, the accountable officer shall report this fact on properly executed Form AD-112, "Report of Loss or Damage to Property", and submit this form with AD-112 AD-108.

1 Property that is donated without cost or found on the premises but where acquisition data is unknown, an estimated or appraised value of the property shall be entered on the record card. Property as donated or found shall be numbered with PMA decalcomanias in the same manner as purchased equipment.

## IX SURPLUS OR UNSERVICEABLE PROPERTY

A Washington - The accountable officer of the branch or staff office shall report all surplus or unserviceable property to the Property Management Unit of AS Division by the submission of a properly executed original and four copies of AD-107.

B Field - When equipment, except meat grading outfits, is surplus to the needs of a field office or is no longer serviceable to the activity, the accountable officer shall prepare Form AD-109, "Report of Surplus or Unserviceable Property", AD-109 for the purpose of effecting disposition. He shall report surplus and unserviceable property separately. Meat grading outfits reported as unserviceable shall be transferred to Washington, as prescribed in paragraph VII B, and shall not be reported on AD-109. In handling surplus or unserviceable property, the following procedure shall apply:

1 Surplus Property - The accountable officer shall prepare an original and three copies of AD-109, retain one copy for his files, and forward the original and two copies to his Area AS Division. When the Area AS Division Chief has decided what disposition is to be made of the property, he shall notify the accountable officer by the use of Form AD-110, AD-110 "Authorization for Disposition of Serviceable Property", if the equipment is to be transferred within the Department. The accountable officer shall then prepare an original and four cop-

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(IX B 1)

ies of AD-107 and follow the procedure prescribed in paragraph VII A. If the equipment is to be disposed of outside the Department, the AS Division shall return to the accountable officer a copy of AD-109, completed to show the disposition to be made and accompanied by a copy of the declaration of surplus made to the disposal agency. When pick-up is made by the disposal agency, the accountable officer shall obtain the receipt both on the AD-109 and the surplus declaration to the disposal agency. He shall retain AD-109 and forward the AS Division the declaration to the disposal agency and the salmon copy of AD-106 covering the surplus items. If the decision is to dispose of the property by sale, the AS Division shall furnish to the accountable officer the necessary instructions and invitations for bids to effect the sale. When such sale is consummated, the accountable officer shall prepare an original and four copies of AD-111, "Report of Disposition of Property", AD-111 retain one copy and forward the original and three copies with the bids submitted, the proceeds of the sale and the salmon copy of AD-106 to the AS Division. When a sale involves a motor vehicle, one copy of AD-111 shall be forwarded promptly to the Washington AS Division.

2 Unserviceable Property - Unserviceable property includes property which is worn out by normal use or has become damaged from causes other than negligence, abuse, willful destruction, or serious failure of an employee to fulfill his responsibilities. To determine disposition of unserviceable property, the accountable officer shall prepare an original and three copies of AD-109, retain one copy for his files, and submit the original and two copies to his field board of survey. The field board of survey shall inspect the property, make their recommendation on both copies of AD-109, and forward them to the AS Division for consideration by the area board of survey. The Chief of the Area AS Division shall review the decision of the area board of survey as to the disposition of the property and shall return a copy of AD-109 to the accountable officer with notation on the form of disposition to be made. If the final decision is that the property is to be destroyed, the accountable officer shall prepare an original and four copies of AD-111, indicate on the reverse the action taken, and forward the original and three copies to the AS Division with the salmon copy of AD-106. If the property is not to be destroyed, the procedure prescribed in paragraph IX B 1 shall apply in the disposition of the property.



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X REPORT OF LOSS OR DAMAGE OF PROPERTY EXCEPT THAT RESULTING  
FROM AUTOMOBILE ACCIDENTS

When property has been lost or has become damaged by accident or from negligence, abuse, willful destruction, or serious failure of an employee to fulfill his responsibilities, or from any other cause whatsoever, the following procedure shall apply:

A Washington - The responsible employee shall prepare an original and three copies of Form AD-112, listing all the circumstances involved, sign the original in the appropriate space and forward all copies to the accountable officer for his branch or staff office. Upon receipt of this form, the accountable officer shall review the explanation of loss or damage, execute the recommendation, retain one copy, and forward the original and two copies, with the salmon copy of AD-106 for the property involved, to the AS Division for review and determination of financial responsibility. In cases where it is impossible to determine the employee responsible for such loss or damage, the accountable officer shall prepare an original and three copies of AD-112, sign as accountable officer, retain one copy, and forward the original and two copies to the AS Division for review and determination of financial responsibility.

1 If the responsible employee or the accountable officer is held financially responsible for the property, the AS Division shall retain one copy of AD-112 and forward the original and the other copy to the FI Branch for collection.

2 If the responsible employee or the accountable officer is not held financially responsible for the property, the AS Division shall execute the Property Officer's Certificate and return one copy of AD-112 to the accountable officer for his records.

B Field - The employee responsible for loss or damage shall prepare an original and four copies of AD-112 enumerating all the circumstances involved in the loss or damage of the property, sign the original in the appropriate space, and forward the original and all copies to the accountable officer. The accountable officer shall initial all copies, retain one and forward the original and three copies, together with the salmon copy of AD-106 for the property involved, to the field board of survey for review and execution of the recommendation. The field board of survey shall forward all copies with their recommendation to the Area AS Division for review and determination of financial responsibility. In cases where it is impossible to determine the employee responsible for such loss or

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(X B)

damage, the accountable officer shall prepare an original and four copies of AD-112, sign the original as accountable officer, retain one copy, and forward the original and three copies, together with the salmon copy of AD-106 for the property involved, to the field board of survey for review and the execution of the recommendation. All copies then shall be forwarded to the Area AS Division for review of recommendation and determination of financial responsibility by the area board of survey and the Area AS Division Chief.

1 If the employee or accountable officer concerned is held financially responsible for the property, the AS Division shall retain one copy and forward the original and one copy to the area FI Branch Office for collection.

2 If the employee or accountable officer concerned is not held financially responsible for the property, the AS Division shall execute the Property Officer's Certificate and return one copy of AD-112 to the accountable officer for his records.

C Accident Reports - When the loss or damage to property is caused by an accident (not including automobile accidents or fires) the supervisor shall report the accident on Standard Form 92, "Supervisor's Report of Accident" in an original and one SF-92 copy.

1 Distribution of SF-92 - The original SF-92 shall be forwarded by the Supervisor directly to the appropriate PE Division within 5 days after the accident. Area PE Divisions shall record the receipt thereof and forward the original SF-92 within 5 days to the PE Division in Washington. When personal injuries to a PMA employee are also involved, the original SF-92 shall be attached to and submitted with the compensation reports required by PMA Instruction 353.1, "Investigating and Reporting Accidents Causing Injuries to PMA Employees". The copy of SF-92 shall be attached to the AD-112 required in paragraph A or B above. When the AS Division (Washington or Area) receives the file, the copy of SF-92 shall be detached and forwarded to the appropriate PE Division for filing. The appropriate AS Division shall check each AD-112 received to see that SF-92 is submitted in each case where property damage is caused by accident.



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(X C 1)

2 Investigation of Accidents - The supervisor shall conduct or arrange for a suitable investigation to determine the cause and responsibility for each accident causing damage to PMA property and to obtain all information required by SF-92. If the property damage exceeds \$300, the supervisor shall notify the appropriate AS Division by wire. The Chief of the AS Division (Washington or Area) shall designate some responsible employee to assist in the investigation. In case of serious accident (one causing or likely to cause death to three or more disabling injuries) the telegraphic report and investigation shall be made as prescribed in PMA Instruction 353.1.

XI PROPERTY STOLEN OR REMOVED WITHOUT AUTHORIZATION

A Washington and Area Offices - The accountable officer shall conduct a thorough search within his branch or staff office for property which has been reported missing. If such property is not located promptly, he shall notify the AS Division by memorandum, setting forth the known facts. If, after an investigation by proper authorities, the AS Division determines that the property cannot be recovered, it shall so notify the accountable officer. The responsible employee or accountable officer shall then submit AD-112 to the AS Division, as provided in paragraph X of this Instruction.

B Field Offices - The accountable officer shall conduct a thorough search of the usual or accustomed locations of property which has been reported missing and if such property is not located promptly, he shall notify the building custodian. In the event there is no building custodian, he shall immediately notify the local police authorities. In either case he should submit a detailed report to the appropriate Area AS Division setting forth the circumstances and the action taken by him. If an investigation by proper authorities establishes that the property cannot be recovered, the accountable officer shall submit AD-112 to the Area AS Division as provided in paragraph X of this Instruction.

XII PHYSICAL INVENTORY REPORT

All accountable officers, both in Washington and the field, shall take a physical inventory of all nonexpendable property in their offices as of December 31 of each year. Property bearing the CCC decalcomania property transfer shall be reported on a separate inventory from that listing all other equipment. Accountable officers shall complete these reports as outlined below on AD-113, AD-113

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(XII)

"Physical Inventory Report" listing the items alphabetically by name and numerically by property number in groups of the same description.

1 The Branch or office will conduct its physical inventory as theretofore.

2 This report in its rough form can then be checked against the salmon cards on file in the Branch or office. All items of property which appear on the physical inventory (work sheets) and for which the office has a salmon card showing that such property is properly charged to the Branch or Station by the AS Division, will then be considered as properly inventoried and checked and no further report on such property need be made to the AS Division except a written statement to the effect that this action was carried out.

3 All items of property appearing on the physical inventory list for which the Office or Station does not have a salmon card will be reported on Form AD-113 under the heading of "Excess Property Located in Office". All property from which the property numbers have become obliterated will be reported under this list by description only.

4 All items of property for which a salmon card is held and which do not appear on the physical inventory (work sheets) will be reported to the AS Division on Form AD-113 under the heading of "Missing Property Charged to Office".

The reporting office shall retain one copy of both reports for their files and forward the original and one copy of each report to the appropriate AS Division not later than January 31 of the subsequent year. The AS Division shall audit the inventory reports and make the necessary adjustments to the Master Control records. The AS Division shall notify the accountable officer of any adjustments made of the reporting offices' accountability.

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PMA PROCEDURE TRANSMITTAL

REVISIONS AND CHANGES (Cont'd.)

124.2  
4-2-48  
(Cont'd.)

Page 18, paragraph XV E 2 a: In the first sentence delete the word "five" and insert the word "four."

Remove pages 19, 20, 21 and 22 and insert revised pages attached, dated 8-11-48.

Page 24, paragraph XV I 1 c, delete the words "and to the Chief, Shipping Division, SS Branch, Washington 25, D. C.".. Distribution: A-01,05,06,09,15,16,18,25,28,30,31.

422.1  
8-5-48  
(Supersedes  
422.1 dated  
10-16-46)

CONTROL AND UTILIZATION OF NONEXPENDABLE PROPERTY: Establishes policies and procedure for utilization and control of nonexpendable property of PMA. This revision provides for compliance with recent changes in Administrative Regulations and incorporates requirement of the Bureau of the Budget for reporting all accidents - applicable in this Instruction to accidents causing damage to PMA property. Remove instruction 422.1 dated 10-16-46 from the manual and insert the attached revision. Distribution: A, B.

FORM PMA-249  
3-29-48

REPORT OF FIELD PURCHASES: Instructions are changed to eliminate the copy of the report now furnished the Food Distribution Programs Branch.

PREPARATION: 1. General: Delete the word "five" in the first sentence and insert the word "four".

DISTRIBUTION: Delete the word "five" in the first sentence and insert the word "four". Delete entire item 3. Change item 4 to 3 and item 5 to 4.

Distribution: A-01,05,06,09,15,16,18,25,28,30,31.

OBSOLETE

110.1  
12-17-45

FUNCTIONAL ORGANIZATION OF AUDIT BRANCH: This Instruction has been replaced by the Audit Branch organization chart. Remove from Manual. Distribution: A, B.

112.1  
12-18-45  
(Rev. 6-19-46)

FUNCTIONAL ORGANIZATION OF THE BUDGET AND MANAGEMENT BRANCH AREA OFFICE: This Instruction has been replaced by the Budget and Management Branch Area Office organization chart. Remove from Manual. Distribution: A, B-(Field Only).

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